

County of Monroe



STATE CERTIFIED CONTRACTOR **CHECK LIST**

THE FOLLOWING INFORMATION MUST BE SUBMITTED TO THE MONROE COUNTY BUILDING DEPARTMENT (CONTRACTORS' LICENSING) BEFORE WE CAN ENTER YOUR LICENSE INTO OUR COMPUTER SYSTEM.

THE FOLLOWING INFORMATION IS REQUIRED BY OUR COMPUTER SYSTEM:

- * 1. COPY OF CURRENT STATE OF FLORIDA CERTIFICATION.
- * 2. PERSONAL LIABILITY AND PROPERTY DAMAGE – CURRENT CERTIFICATE OF INSURANCE – must include the category of work being insured.
- * 3. WORKERS' COMPENSATION – CURRENT CERTIFICATE OF INSURANCE OR AN EXEMPTION FROM THE BUREAU OF WORKERS' COMPENSATION.

If you are insured through a "leasing company" you will have to furnish us with a "client list" of employees (obtained from the leasing company) and an Affidavit that **ALL** of your employees are leased through this leasing company.

- * 4. OCCUPATIONAL LICENSE – MONROE COUNTY, OR CURRENT OCCUPATIONAL LICENSE FROM HOME COUNTY OR MUNICIPALITY.
- 5. CURRENT COMPANY MAILING ADDRESS (if individual, **list home address**).
- 6. CURRENT TELEPHONE NUMBERS FOR **BOTH OFFICE AND HOME**.
- 7. DATE OF BIRTH.
- 8. SOCIAL SECURITY NUMBER (optional).

IN ADDITION TO THE AFOREMENTIONED DOCUMENTATION/INFORMATION, THE FOLLOWING MUST BE PROVIDED FOR OUR PERMANENT FILE:

- 9. COPY OF DRIVER'S LICENSE.
- 10. PASSPORT PHOTO (color).
- *11. COPY OF CORPORATE PAPERS LISTING OFFICERS (if applicable).
- 12. IF ANYONE OTHER THAN THE QUALIFIER (license holder) WILL BE PICKING UP BUILDING PERMIT(S) FOR THIS ENTITY, PLEASE REQUEST A "Contractor Affidavit for Agency" MEMO FROM US.

***THE INFORMATION REQUESTED IN ITEM NUMBERS 1 THRU 4 & 11 MUST BE IN THE SAME COMPANY OR INDIVIDUAL NAME.**

MAIL TO: MONROE COUNTY BLDG. DEPT.
2798 OVERSEAS HWY.
MARATHON, FL 33050
ATTN: CONTRACTORS' LICENSING
GWEN LEESE or MARY TUCKER

PHONE: (305) 289-2583 OR (305) 289-2583

FAX: (305) 289 2515